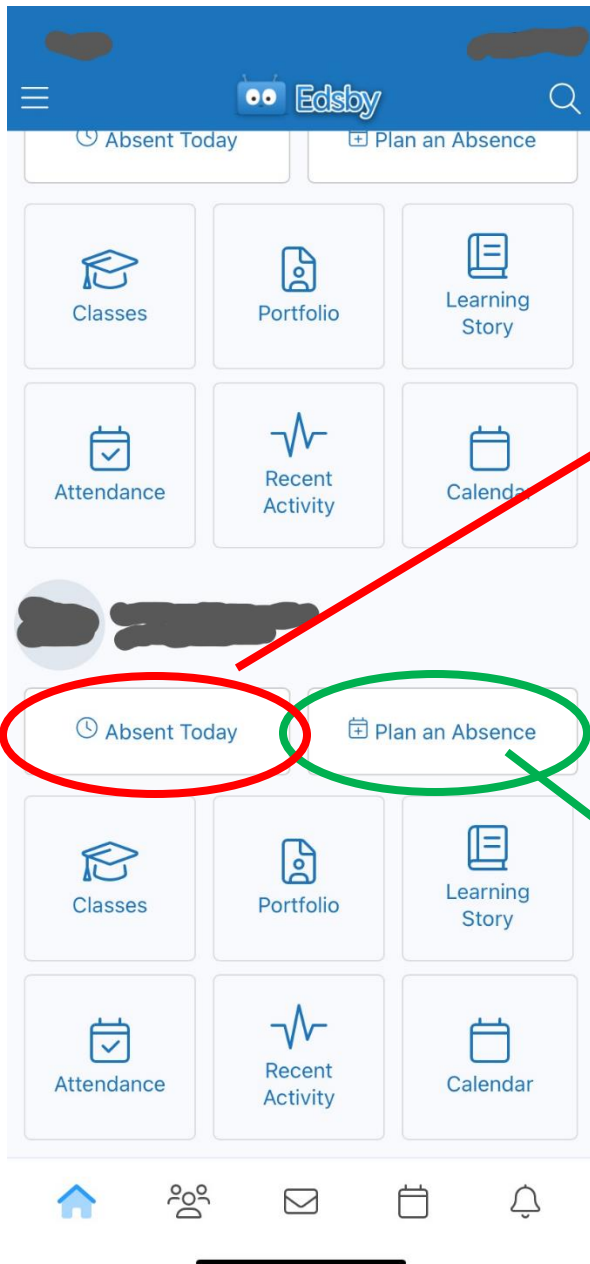


## Entering Absences in Edsby:

When entering an absence through Edsby, you have 2 options. If you select “**Absent Today**” your options are to choose the absent reason, and enter a comment (*optional*). The absent times will be automatically set to “*Beginning of Day*” to “*End of Day*.”

If you select “**Plan an Absence**” you also get the option to select a date (*or range of days*) as well as specific times, or periods. You may select the current date – it does not need to be a date in the future. You may select a time from the drop-down list or type in a specific time.



**Planned Absence**

Name of Student  
[Redacted]

will not be attending school today.

Reason  
Medical Appointment

Comment

Cancel Send to School Office

**Planned Absence**

Name of Student  
[Redacted]

will not be attending school

From  
Today 8:35 AM

Until  
Today 9:35 AM

Reason

Comment

AM	PM
12:00:15:30:45	12:00:15:30:45
1:00:15:30:45	1:00:15:30:45
2:00:15:30:45	2:00:15:30:45
3:00:15:30:45	3:00:15:30:45
4:00:15:30:45	4:00:15:30:45
5:00:15:30:45	5:00:15:30:45
6:00:15:30:45	6:00:15:30:45
7:00:15:30:45	7:00:15:30:45
8:00:15:30:45	8:00:15:30:45
9:00:15:30:45	9:00:15:30:45
10:00:15:30:45	10:00:15:30:45
11:00:15:30:45	11:00:15:30:45

End of Day

10:05 AM	Period 1:	[Redacted]
11:40 AM	Period 2:	[Redacted]
1:55 PM	Period 3:	[Redacted]
3:30 PM	Period 4:	[Redacted]

Cancel Send to School Office